



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

100 North Senate Avenue
Room N642
Indianapolis, Indiana 46204

PHONE: (317) 232.5060
FAX: (317) 233-3055

BUSINESS REESTABLISHMENT GUIDELINES

Businesses that choose to reestablish their operations may be entitled to be reimbursed for **eligible** expenses which they incur in doing so. This payment is termed as REESTABLISHMENT EXPENSES PAYMENT. To file a claim under this entitlement, the following guidelines must be met:

The business must submit a Deed or Rental agreement to the location. Rental agreements can be for any length of time, but the documentation must include the rental terms and be signed by both the tenant and landlord.

The Indiana Department of Transportation, Relocation Unit, must deem all claims submitted for Reestablishment Payment to be reasonable and necessary.

All claims submitted must fall under one of the categories listed on the Reestablishment Expenses Determination form. (State Form RAAP #32)

All claims must be **pre-approved** by the Relocation agent.

All claims submitted for reimbursement must be complete, paid in full, and inspected by the Relocation Agent before the business is reimbursed for that claim.

All claims must be submitted within 18 months from the date your 90 Day Notice expires or the date you receive final payment for your property (in the case of condemnation, when the money is posted in court), whichever is later. If you are a tenant whose entire business site is being acquired, all Relocation claims must be made within 18 months from the date you move. If you are a tenant who has been given the option of relocating, but are not forced to do so, then you have 18 months from the latter of the date of this letter or the date your landlord is paid for the property you occupy.

These guidelines must be followed before a Business Reestablishment claim is reimbursed. If you have any questions concerning these guidelines or the Reestablishment Expenses Payment, a Relocation Agent can be contacted at (317) 232-5060. Thank you.

Date

Manager or Owner